



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
AFFIDAVIT TO AMEND MANAGING AGENT

MISSOURI BOARD FOR ARCHITECTS,
PROFESSIONAL ENGINEERS,
PROFESSIONAL LAND SURVEYORS AND
PROFESSIONAL LANDSCAPE ARCHITECTS
3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65109
TELEPHONE: 573/751-0047
FAX: 573/751-8046

INSTRUCTIONS

A current Certificate of Good Standing issued by the Missouri Secretary of State must accompany the application.

The application must be typewritten and all requested information must be provided.

GENERAL INFORMATION

NAME OF CORPORATION/LIMITED LIABILITY COMPANY

MAILING ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

E-MAIL ADDRESS

MISSOURI LICENSE NUMBER

AFFIDAVIT OF CORPORATE PRESIDENT OR LIMITED LIABILITY COMPANY MANAGER

I, _____ the undersigned affiant, being duly
(PRESIDENT OF CORPORATION OR MANAGER OF LIMITED LIABILITY COMPANY)

sworn, state that the directors of _____, have voted to
(NAME OF CORPORATION OR LIMITED LIABILITY COMPANY)

designate and assign the responsibility for the proper conduct of all the _____
(ARCHITECTURAL, ENGINEERING, LAND SURVEYING OR LANDSCAPE ARCHITECTURE)

activities done in Missouri for such corporation or Limited Liability Company to _____
(NAME OF LICENSED MANAGING AGENT)

and that such individual is:

(Check all that apply. At least one must be checked.)

☐ Owner (Corporation only) ☐ Officer (Corporation only) ☐ Member (Limited Liability Company only) ☐ Fulltime Employee

SIGNATURE OF PRESIDENT OF CORPORATION OR MANAGER OF LIMITED LIABILITY COMPANY

Subscribed and sworn to before me this _____ day of _____, 20 _____.

My commission expires _____.

SIGNATURE OF NOTARY PUBLIC

(Notary Seal)

MANAGING AGENT

Pursuant to Board Rule 20 CSR 2030-10.010(2)... "The managing agent shall be an owner or officer of a corporation, or member of a limited liability company, or a full-time employee of a corporation or a limited liability company. If the managing agent is also the person providing immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and/or 20 CSR 2030-13.020, then that person must work in the same office where the work is being performed.

(3) The managing agent's responsibilities include:

- (A) Renewal of the certificate of authority and notification to the board of any changes in the firm;
- (B) Overall supervision of the professional and licensing activities of the firm and its employees;
- (C) Assurance that the firm institutes and adheres to policies that are in accordance with Chapter 327 RSMo and 20 CSR 2030; and
- (D) Assurance, in the case of multiple offices, that the requirements for immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and/or 20 CSR 2030-13.020 are being met."

AFFIDAVIT OF LICENSED MANAGING AGENT

I, _____ being duly sworn, state that I am a licensed
(NAME OF LICENSED MANAGING AGENT)

(ARCHITECT, PROFESSIONAL ENGINEER, PROFESSIONAL LAND SURVEYOR OR PROFESSIONAL LANDSCAPE ARCHITECT) (LICENSE NUMBER)

in the state of Missouri and that I consent to be the managing agent responsible for the proper conduct of all of the

activities in the State of Missouri of _____
(ARCHITECTURAL, ENGINEERING, LAND SURVEYING OR LANDSCAPE ARCHITECTURE) (NAME OF CORPORATION)

I further agree that as managing agent I will be responsible for the following:

- Renewal of the certificate of authority and notification to the board of any changes in the firm;
- Overall supervision of the professional and licensing activities of the firm and its employees;
- Assurance that the firm institutes and adheres to policies that are in accordance with Chapter 327 RSMo and 20 CSR 2030; and
- Assurance, in the case of multiple offices, that the requirements for immediate personal supervision, as defined by board rule(s) 20 CSR 2030-13.010 and/or 20 CSR 2030-13.020 are being met."

SIGNATURE OF LICENSED MANAGING AGENT

Subscribed and sworn to before me this _____ day of _____, 20 _____.

My commission expires _____.

SIGNATURE OF NOTARY PUBLIC

(Notary Seal)